NAVAL RESERVE READINESS COMMAND SOUTH

ANNUAL PERIODIC HEALTH ASSESSMENT (PHA) PROCESS

IMPLEMENTATION GUIDANCE FOR NAVY RESERVE ANNUAL PHA PROCESS

- *<u>References</u>:*
- *Ref A: Manual of the Medical Department*
- *Ref B: Policy for Reserve Component Mobilization Medical Requirements*
- *Ref C: NAVADMIN 068/05 Directing Use of Active Duty-Reserve Forces Dental Examination DD Form 2813*

BACKGROUND

Ref A:

- **Periodic physical examinations and Annual Certifications are no longer required**.
- The Abbreviated Aeromedical Examination (NAVMED 6410/10) and other specialty physical examinations will continue as before, incorporating the IMR requirements and Health Self-Assessment into the specialty physical exam process.

Ref B:

- Navy Reserve will implement PHA process as of 01 Oct 05.

PHA PROCESS

- *Consolidates annual Medical/Dental requirements into a single process, eliminating time away from duty.*

PHA DUE DATES

- Implementation will begin 01 Oct 05 using the due date of the Reserve Component member's next Certification of Health Condition (NAVMED 6120/3-short form) or periodic physical exam.

- All members will have completed their initial PHA by 30 Sep 06.

- Commands may use birth month recall to establish PHA cycles.

ELEMENTS OF THE PHA PROCESS

- Fleet and Marine Corps Health Risk Assessment
- PARF-Q
- Health and Dental Record (HREC/DREC) Review
- Health Promotion Counseling
- Clinical Preventive Services Recommendations
- Physical Fitness Assessment (PFA)
- Problem-Focused Physical Examination

FLEET AND MARINE CORPS HEALTH RISK ASSESSMENT

- Members will complete the Fleet and Marine Corps Health Risk Assessment (HRA)
  - Guidance posted at www-nehc.med.navy.mil/hp/hra/index.htm
  - HRA at **http://164.167.141.46/pls/newhra/hra**
  - Log in with RUIC, e.g., 68359
  - Command-appointed Administrators will manage process

HEALTH AND DENTAL RECORD (HREC/DREC) REVIEW

- Initiate DD Form 2766 prior to appointment (patient identification block, pre & post-deployment history)
- Conduct HREC/DREC Review: MDR reviews Individual Medical Report (IMR); determines any IMR Deficiencies (including annual dental examination).
  - Immunizations
  - Lab tests
  - Dental exam by military dentist (every 3 years)
- Identify any unresolved health issues or incomplete health care.

CLINICAL STATIONS

- Vital signs (temp, pulse, resp, BP)
- Administer required immunizations
- Complete readiness laboratory tests
- Determine BMI (height/weight)
- Test for visual acuity

Note: document on both SF600 and DD Form 2766

CLINICAL REVIEW

- A nurse or credentialed provider (FNP, PA, MD/DO) will complete a face-to-face review of medical status with member
- Document on DD Form 2766 and SF600
  - Review DD Form 2766, (References: “DD Form 2766 Powerpoint” and “PHA Requirements Guideline”)
  - Review PARFQ (Nurses may clear if non-waiverable)
- Ensure resolution of all health concerns and documentation of medical screening
- Refer medical conditions for follow up
- Verify completion of past medical referrals

US Preventive Services Task Force recommendations are available at: http://www.preventiveservices.ahrq.gov

PHYSICAL FITNESS ASSESSMENT (PFA)

- Physical Activity Risk Factor Questionnaire (PARFQ) will be reviewed prior to PFA participation
- Document “Cleared” and date if member is cleared to participate in physical conditioning and PRT; credentialed provider will clear members who have cardiovascular or other limiting risk factors

PROBLEM-FOCUSED PHYSICAL EXAMINATION

- If member identifies a specific health issue during the PHA, a credentialed Provider will conduct a problem-focused history and physical examination and provide follow-on care recommendations

MEDICAL DEPARTMENT REPRESENTATIVE (MDR)

- Coordinate the PHA process.
- Identify personnel requirements necessary to execute the PHA and coordinate with OHSU Det OIC and REDCOM to ensure the availability of medical support personnel.
- Establish PHA schedules and provide requirements to unit CO/OIC.
- Ensure required forms are available to support documentation requirements. The "PHA SF 600", available at the CNRFC Force Medical website: http://navyreserve.navy.mil. The "DD Form 2766" will be printed from MRRS after IMR data has been updated, including date of PHA.
- Review PHA documentation including MRRS entries to ensure completeness before member leaves appointment.
- Provide Admin with any MAS or IMS code updates.
- Inform unit CO/OICs of member LOD, MRR, TNPQ or TNDQ status.

DENTAL OFFICERS

- Provide Annual Dental examinations. Per ref C, member may use civilian Dentist and DD Form 2813 to meet annual dental examination requirement, but members must be examined by a military Dental officer at least once every three years.

- Provide dental examination and determine dental classification and any dental x-ray requirements.

- HM (DT qualified) completes dental x-rays and records in DREC and MRRS.

RESERVE COMPONENT HOSPITAL CORPSMEN (HM)

- Supplement the MDRs to perform vital signs, height/weight, vision testing, MRRS data input, HREC/DREC reviews, immunizations, phlebotomy, dental x-rays (DT qualified).

- Complete any IMR deficiencies (administers immunizations, draws labs, administers PPD, confirms required medical equipment).

RESERVE COMPONENT MEMBER

- Reports for PHA when scheduled
- Completes Fleet and Marine Corps HRA
- Completes PARFQ
- Report to appointment with any deployment-required medical equipment (e.g. medical warning tags, 2 pair eyeglasses, gas mask glasses, ballistic eyewear)
- Provide current eye prescription
- Provide medical documentation for any medical treatment provided by civilian healthcare provider since last PHA, including any follow-up care for chronic medical conditions (i.e. Hypertension, high cholesterol, Diabetes, back pain, etc.)
- Provide DD 2813 if used to meet Annual Dental examination
- Provide results of TB screening from civilian source if applicable
- Follow-up with civilian healthcare provider for any non-service connected health issues, clinical preventive services and PHA-Provider recommendations

PRE-DRILL
PHA PROCESS FLOW

- MDR contacts OHSU Det OIC to identify personnel requirements necessary to execute the PHA and ensure the availability of medical support personnel.
- MDR reviews HREC and MRRS to determine deficiencies to include (TNPQ, TNDQ, LOD, MRR) issues and documents on the "PHA SF 600".
- MDR ensures consumable supplies are available (i. e. tongue depressors, syringes, needles, etc.) to satisfy drill weekend requirements.
- MDR prints the required forms to support PHA documentation requirements (i.e. Health Self-Assessment Survey, PARFQ and PHA SF 600).
- MDR provides the Medical Scheduling Report to Unit CO/OICs for members who are due Full Physicals, Annual Certifications, Dental exams or HIV testing.

DRILL WEEKEND
PHA PROCESS FLOW

- Member reports for PHA with any required documentation and medical equipment. Completes Health Risk Assessment (HRA) and PARFQ.
- Nurse Corps Officer reviews HREC and MRRS to determine deficiencies and documents on “PHA SF 600”.
- Nurse Corps Officer reviews HRA with member and provides health promotion counseling.
- Nurse Corps Officer reviews PARFQ. Refer member to credentialed Provider if any “Yes” responses. Otherwise approve PFA participation by signing PARFQ and documenting on “PHA SF 600”.
- Nurse Corps Officer provides member with recommendations for age/gender specific clinical preventive services.
- HM completes vital signs, height/weight, visual acuity testing, records on “PHA SF 600” and in MRRS.
- HM completes all IMR deficiencies.
- Dental Officer provides dental exam and determines dental classification.
- The PHA is considered complete when all the above steps have been accomplished and the MDR confirms completeness before member leaves appointment.

HEALTH PROMOTION COUNSELING

- Members will receive health promotion counseling for any risk behaviors identified from the Health Risk Assessment (Fleet and Marine Corps HRA).
- Health Promotion educational material is available at: **http://www-nehc.med.navy.mil**
- The Fleet and Marine Corps HRA provides high-quality online education for each topic area; links printed on Member Reports.

POST DRILL WEEKEND

- MDRs have execution flexibility but should have completed all actions in one appointment. MDR will ensure the following:
- MRRS updated and member is Fully Medically Ready.
- Eye and medication prescriptions in HREC.
- “PHA SF 600” completed, signed and in HREC.
- “DD 2766”, sections one through 10 completed, reflects updated MRRS data, and in HREC.
- Dental exam complete and member Class one or two.
- If member status is other than Fully Medically Ready, member is aware of required actions to resolve issues to achieve Fully Medically Ready status.
- Print IMR Report and forward to NRA CO and Unit CO’s.

Questions?

- HM1 Michelle Richardson
- Health Services
- REDCOM South
- 1803 Doolittle Ave
- Fort Worth, TX 76127-1803
- (817) 782-6635 DSN 739-6635
- michelle.richardson@navy.mil